

# College Credit Plus Guidebook

2024-2025



### What is College Credit Plus?

College Credit Plus (CCP) is Ohio’s dual credit program, allowing students to earn high school and college credit at the same time. Ohio residents in grades 7-12 may participate in the College Credit Plus program by applying to any Ohio public college or participating Ohio private college (or approved out-of-state college). Students must complete an assessment exam and be determined eligible for College Credit Plus. Students can take a variety of college level courses (eligibility determined by placement testing) and may take classes in the summer, fall, and/or spring semesters. Courses can be taken at the high school, if available, at the college campus, or online. Butler Tech has partnered with Cincinnati State, Sinclair, and Hocking College for our on-campus courses.

### How can I participate?

If you are a student in grades 7-12 you can apply for College Credit Plus admission to an Ohio public or participating private college. The college will admit you based on your college-readiness in one or more subject areas. This handbook will help you understand your options, deadlines, and how to proceed. You may not participate in the College Credit Plus program beyond your anticipated high school graduation date.

### What does it cost?

College Credit Plus participation is free to students! Students attending a public college will not be charged for tuition, books, and fees. They will be covered by Butler Tech! Some optional expenses would be the responsibility of the student/family - parking and transportation expenses for example. Students attending a private college may be charged based on the particular private college and where the course is delivered, in accordance with law. Students who qualify for the free and reduced lunch program may not have to pay any fees to a private college. Please talk with your Butler Tech school counselor for details.

### What are the eligibility requirements?

EXAM	SUBTEST	ASSESSMENT THRESHOLD SCORE
<b>Classic ACCUPLACER</b>	Sentence Skills	88
	WritePlacer	5
	Reading Comprehension	80
	College Level Math (CLM)	55
<b>Next Generation ACCUPLACER</b>	Writing	263
	WritePlacer	5
	Reading	250
	Quantitative Reasoning, Algebra, & Statistics (QAS)	263
<b>ACT</b>	Advanced Algebra and Functions (AAF)	263
	English	18
	Reading	22
<b>SAT</b>	Math	22
	Evidence Based Reading & Writing	480
	Mathematics	530
<b>ALEKS</b>	Mathematics	46
<b>MapleSoft T.A.</b>	Mathematics	26 on the Basic Algebra Test (MBALG)
<b>PlaceU (WebAssign)</b>	Mathematics	18

## How do I get my College Textbooks?

For CCP courses offered on our Butler Tech campuses, the textbooks/materials will be ordered and provided for you. For other CCP courses, students will need to purchase all textbooks through their respective University's eCampus website. In some cases, this means you cannot purchase textbooks, in person, at the campus bookstore. Please see individual universities' CCP websites for information on purchasing textbooks. Students not following the individual university textbook process may not be eligible for reimbursement.

## Textbook Costs and Process?

Textbooks for CCP courses come at NO cost to families. However, they do come at a cost to Butler Tech. The Ohio Department of Higher Ed expects students to return CCP textbooks back to the school district. This allows districts to recoup some of the costs associated with textbooks. At the end of the CCP course, please return your CCP textbooks to your school counselor. Students who rent textbooks will follow the eCampus procedures for textbook return.

## How many courses can be taken?

Students may be enrolled in up to 30 credit hours per year including high school only courses.  $30 - (\text{high school credits} \times 3) = \text{Maximum College Credit Plus hours}$ . The year begins with the summer term and ends with the spring term. If a student goes beyond the 30 hours, the school will discuss with the student about dropping the course or remaining enrolled. If the student wants to remain enrolled, they would be responsible for paying the tuition and books for courses above the 30 hours (Exceeding the limits set by the State of Ohio may result in being billed the full tuition price set by the college). The maximum number of credits a student can earn through College Credit Plus is 120.

## What courses can be taken?

Even if a student is determined eligible (you apply and admitted to an Ohio college) to participate in College Credit Plus, there may be certain restrictions at each college on what courses you may be able to enroll in due to your test scores. Students must complete 15 credit hours in Level I courses before taking any Level II courses. Exceptions to this rule may be made if the student wishes to continue with a course in the same subject or tests directly into a Level II course. Students who have attained the required scores on AP or IB course examinations may count the course toward the first 15.

### Level I

1. Any transferable course, CTAG (Career Technical Assurance Guide), OTM (Ohio Transfer Module), or TAG (Transfer Assurance Guide)
2. Courses in Information Technology, Computer Science, Anatomy & Physiology, or Foreign Language, including American Sign Language
3. Technical Certification courses
4. Courses included in a 15 or 30 hour credit model pathway
5. Study Skills, academic or career success skills courses
6. Internship courses
7. Other courses approved by the Chancellor on an annual basis

### Level II

1. Any other college course that is not a Level I course

### Non-Allowable Courses

- One-on-one private instruction course
- Course with fees that exceed the amount set by the Chancellor
- Study abroad courses
- Physical Education courses
- P/F or S/U grades (unless the course is an internship or transferable course for all students enrolled)
- Remedial course
- Sectarian religion courses

## How are grades and credit handled?

College Credit Plus allows high school students to earn college credit and apply that credit toward their high school graduation requirements. Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit-hour college course will earn students 2/3 of a high school credit and a one credit-hour college course will convert to 1/3 of a high school credit. The grade earned in the College Credit Plus course is the same grade that will appear on the high school transcript. Grades will be factored into the high school and college GPA. Students can drop a course within 14 days of the start of the course without penalty. If the high school uses a weighted grading scale for AP, IB, or Honors courses in a subject area, and College Credit Plus courses in the same subject area will be weighted using the same scale, based on the common subject area - not curriculum - of the weighted advanced standing class/course.

Most entry-level courses earned at Ohio public colleges will transfer to any Ohio public college. Credits earned at private colleges, or those that you want to transfer to an out-of-state institution, will be evaluated on a case-by-case basis by the institution you are seeking to attend. Go to <http://transfercredit.ohio.gov> to learn more about credit transfer.

## How Are High School Graduation Requirements Affected?

High school graduation requirements will not be waived as a result of participation in College Credit Plus. College Credit Plus (CCP) does not replace the requirements to earn a high school diploma. This includes completing [state graduation requirements](#) for the student's respective graduation class. Even if you are enrolled in college courses, you must take the end-of-course exams in English I, English II, Algebra I, and Geometry. You do not have to take the end-of-course exams in American Government, American History and Biology if you are enrolled in College Credit Plus courses that substitute. A CCP student's end-of-course grades in American Government, American History and Biology will correspond with a point scale used for graduation requirements.

## Will College Credit Plus Grades Appear on My High School Transcript?

High School credit awarded for courses successfully completed under College Credit Plus will satisfy or exceed the graduation requirements and subject area requirements of the school district. Courses successfully completed under College Credit Plus must be listed by course title on the high school transcript. College Credit Plus courses will be computed into your high school GPA and possibly your college GPA. All College Credit Plus courses will be weighted using the same scale as Advanced Placement and International Baccalaureate classes in your home school district, based on the common subject area - not curriculum - of the weighted advanced standing class/course.

## How does CCP impact athletic eligibility?

If you are a student athlete, you must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing five, one credit courses. This guideline will remain in effect even if a student is participating in CCP. Please check with your Athletic Director and Butler Tech school counselor to ensure that the course work you are taking is compliant with the OHSAA. Summer term College Credit Plus courses MAY NOT be used to bring a student into compliance with OHSAA requirements for interscholastic athletic participation.

## What are my academic and social responsibilities?

You will be expected to follow the rules and regulations (including attendance requirements) set by the college/university. You will also be expected to follow the rules and regulations set for high school students detailed in the student handbook. Once enrolled in the college/university, you are eligible to receive advising from campus-based support services of that institution. Additionally, you will continue to have access to your school counselor and all other resources available to high school students. Participation in College Credit Plus does not guarantee you admission to college after high school. You should follow the regular undergraduate application process for whatever college you plan to attend after high school.

## What is the difference between high school and college courses?

There are many differences between high school and college courses that students should be aware of and ready for. Being college ready is more than just being academically prepared. Students will need to be prepared for the social and emotional differences between high school and college students and have strong time management and organization skills as well. Following are a few examples of differences to be aware of:

Course Content	<ul style="list-style-type: none"> <li>College: The subject matter of a course enrolled in under the college credit plus program may include mature subject matter or materials, including those of a graphic, explicit, violent, or sexual nature, that will not be modified based upon college credit plus enrollee participation regardless of where course instruction occurs.</li> </ul>
Accommodations	<ul style="list-style-type: none"> <li>High School: Parents and students work with high school staff to determine what assistance or accommodations can be made for students with IEPs or 504 plans.</li> <li>College: <b>Students</b> must work directly with college staff to determine if accommodations are needed. IEPs and 504 plans may or may not be included in the discussions.</li> </ul>
Tests	<ul style="list-style-type: none"> <li>High School: Tests are sometimes given weekly or at the end unit</li> <li>College: Tests are less frequent and cover more material</li> </ul>
Study Time	<ul style="list-style-type: none"> <li>High School: Required homework ranges between 1 to 3 hours per day</li> <li>College: 2 to 3 hours of studying/reading for every hour of class</li> </ul>
Knowledge Acquisition	<ul style="list-style-type: none"> <li>High School: Information provided mostly in-class, assignments to follow what was covered.</li> <li>College: Out-of-class work in advance of in-class discussion</li> </ul>
Grades	<ul style="list-style-type: none"> <li>High School: Numerous quizzes, tests, and homework assignments</li> <li>College: Fewer tests and fewer, if any, homework assignments will be used to determine final grades</li> </ul>
Parents/Guardians Role	<ul style="list-style-type: none"> <li>High School: Parents/guardians advocate, involved and work with teachers and counselors</li> <li>College: Student has more responsibility; guardians more of a mentor/support</li> <li>College: The Family Education Rights and Privacy Act (FERPA) protects student education records</li> </ul>

## What Are My Academic and Social Responsibilities?

You will be expected to follow the rules and regulations set by the college/university. You will also be expected to follow the rules and regulations set for high school students detailed in the student handbook. Once enrolled, you are eligible to receive advising from campus-based support services of that institution. Additionally, you will continue to have access to your Butler Tech school counselor and all other resources available to high school students. Participation in College Credit Plus does not guarantee you admission to college after high school. You should follow the regular undergraduate application process for whatever college you plan to attend after high school.

Under Federal and State law, male students who are eighteen (18) years of age or older and who are classified as an Ohio resident by the public college or university they are attending through the College Credit Plus Program are required to be registered with the Selective Service System. Participating male students are required to provide their Selective Service number to the public college or university within thirty (30) days of their 18th birthday. If such students do not submit their Selective Service number, they will not be considered a College Credit Plus participant for that current semester or term and will be responsible for any tuition, textbooks, or fees associated with the classes for which they are enrolled.

## What support services are available for students?

Once enrolled, students are eligible to receive advising from college advisors and colleges must provide the same support to College Credit Plus students as they do regular students. Additionally, you will continue to have access to your Butler Tech school counselor and all other resources available to high school students.

## What If I Fail a Class?

Classes failed, "F", or withdrawn after the college official drop date, "W", will receive an "F" or "W" on the high school and college transcripts and will be computed into the high school and college GPA. If you do not receive a passing grade, the district may, in some instances, seek reimbursement for the amount of state funds paid to the college on your behalf for that college course and textbooks. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made. Students must remain in good academic standing while in the program with the college's satisfactory academic progress policy as well as the College Credit Plus Probation and Dismissal rules. Your advisor or Butler Tech school counselor can provide details.

## What are the consequences of underperforming?

The grades that students earn are on the college transcript forever, which can impact financial aid and acceptance into certain degree programs.

## College Credit Plus Probation

A student is placed on CCP Probation when the student:

- Has earned lower than a cumulative 2.0 GPA in college courses OR
- Withdraws from two or more courses in same term

## When on CCP Probation, the student:

- May enroll in no more than one college course
- May not enroll in the college course in the same subject in which student previously earned D or F or received no credit
- Student remains on probation until student has improved cumulative college GPA to 2.0 or higher (maximum of two terms)

## College Credit Plus Dismissal

A student is placed on CCP Dismissal when the student has met the definition of CCP Probation for two consecutive college terms. Once a student is dismissed from the CCP program, the student may no longer enroll in college credit plus courses.

## Does college credit transfer after graduation?

Thanks to Ohio's Transfer to Degree Guarantee, many entry-level courses earned at an Ohio public college are guaranteed to transfer to any other Ohio public college. Credits earned at private colleges, or those that you want to transfer to an out-of-state institution, will be evaluated on a case-by-case basis by the institution you are seeking to attend. Go to [HTTPS://TRANSFERCREDIT.OHIO.GOV](https://transfercredit.ohio.gov) to learn more about credit transfer among the state's public institutions of higher education. This tool allows you to find the best pathways to degree completion and launch successful careers! Earning college credit will not affect applications for financial aid/scholarships limited to entering freshmen.

## What are the required steps to participate in College Credit Plus?

Each year Butler Tech will hold information sessions and list information on our district website regarding the College Credit Plus Program prior to February 1, 2024.

1. All students interested in participating in Butler Tech's College Credit Plus program must have the student and parent watch the College Credit Plus Informational Video and complete the form confirming their participation in counseling for the College Credit Plus program.
2. Students interested in participating in Butler Tech's College Credit Plus program must submit Butler Tech's "Intent to Participate Form" to their Butler Tech school counselor no later than April 1st, 2024. For the 2024-2025 school year and beyond, this form is online only. Please see your Butler Tech school counselor if you need help completing the online form.
3. Students shall review courses offered at Butler Tech, as well as those offered on college campuses or online and determine the classes they would like to take.
4. Students will complete and submit the "Participant Acknowledgement" form.
5. Contact colleges for information, application forms, and criteria for acceptance into their College Credit Plus program. You must go through the procedures established by the college for CCP admission and it is the student's responsibility to take any required college placement test to assure you are college-ready. Contact the college for the placement test information.
6. For students who need to take a placement test for admission purposes, they must contact the college or university or make individual arrangements.
7. Once accepted, students will register for classes following the procedure set forth by the specific college/university.
8. Meet with your Butler Tech school counselor to discuss scheduling your courses and graduation requirements.
9. Returning CCP students must submit an Intent to Participate form and re-apply for the new school year to the college you plan to attend.
10. Remember it is the responsibility of the student and his/her family to meet college application and registration deadlines.

**For more detailed information on all areas of CCP see the Ohio Department of Education's Frequently Asked Questions: <https://highered.ohio.gov>**



**For More Information go to:**  
[https://www.butlertech.org/  
teen-education/future-students-  
parents/college-credit/](https://www.butlertech.org/teen-education/future-students-parents/college-credit/)